

Responsibility for Budgets, Revenues and Costs:

Check the activities this position is responsible for in managing budgets, generating revenues, and/or controlling costs

- Develop budget recommendations
- Develop new programs/services
- Assist in budget preparation
- Assist in developing new programs/services
- Review expense against budget
- Monitor monthly expenses
- Other (please explain)

Indicate the size(s) and /or number of the budgets, units, programs, etc. this position is responsible for:

Standards of Performance: Describe the factors that will be considered in evaluating how well the essential functions are performed. These are measures of the quality and quantity of work performed. Be specific and clear.

Working Relationships, Work Groups and Teams: Identify positions this position works with on a regular basis to obtain or provide support and information.

Impact of Errors: Describe the impact that errors made by this position would have on operations, finances and/or individuals; how easily the errors are detected and how costly or inconvenient it would be to correct the error(s). Would the errors effect the employee, other employees, the employee's unit, division or the whole institute?

Qualifications: (What are the minimum qualifications needed to perform the essential job duties or functions? Qualifications are those skills, abilities, and knowledge that take at least 3 months to attain. Be specific on the period of time necessary to attain a qualification. Qualifications include special training or education, particular experiences, special abilities and skills, and essential physical and mental requirements. If physical abilities are required, state how often they are used. For example, "Must be able to lift materials weighing 50 pounds daily." Qualifications must be directly related to the essential functions of the position.)

Required Education:

- _____ Read and comprehend instructions, write information and complete simple forms.
- _____ High School (or GED) level ability in spelling, grammar, basic composition and math.
- _____ Formal diploma/certificate/degree program of 6-18 month after high school.
Area of study _____
- _____ Associate's degree or completion of program of 18+ months after high school.
Area of study _____
- _____ Bachelor's degree - Area of study: _____
- _____ Master's degree - Area of study: _____
- _____ Ph.D. or other doctorate level equivalent. - Area of study: _____

List any specialized knowledge/skills for the position and indicate whether they are required or desired:

<u>Knowledge/Skill</u>	<u>(R)quired/(D)esired</u>
_____	_____
_____	_____
_____	_____
_____	_____

List any licenses, certificates and /or security clearances required for this position:

Lifting Requirements: (Indicate frequently, occasionally or seldom)

- 0 - 15 pounds _____
- 15 - 30 pounds _____
- 30 - 50 pounds _____
- 50 - 100 pounds _____
- 100 + pounds _____

Other qualifications not described above:

Check and describe how any of the following skills and abilities are important to the successful performance of the position's essential functions

____ Communication Skills _____ _____
____ Analytical Ability _____ _____
____ Problem Solving _____ _____
____ Interpersonal Skills _____ _____
____ Bilingual _____ _____
____ Manual Dexterity _____ _____
____ Other (Describe) _____ _____ _____

Physical Demands: Check any of the physical demands that are required in performing the essential functions. Since some activities are performed at the same time percentages may add up to over 100%.			
Standing ____%	Sitting ____%	Walking ____%	Pulling ____%
Pushing ____%	Lifting ____% lbs ____	Stooping ____%	Kneeling ____%
Crawling ____%	Climbing ____%	Reaching ____%	Other ____%

Job Location: (Place(s) where the work is performed and environmental condition the incumbent regularly encounters. Environmental conditions include heat, cold, noisy, dusty, cramped, poorly lit, indoors, outdoors, poorly ventilated and so on)

Equipment: (Name machinery, office equipment, devices, tools, and other equipment used in performing the job. Give an estimate of the frequency of use.)

Equipment Items:	Frequency Used:
_____	_____
_____	_____
_____	_____
_____	_____

Supervisory Responsibility: (List the positions supervised, if any, and give an estimate of the time spent actually supervising.)
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Titles of Employees Supervised: _____ **# of Salaried** _____ **# of Hourly** _____

**Check the phrases below that describe the kind of supervision this position is responsible for:
(Check all that apply)**

- Plan and schedule work
- Assign work
- Instruct and train in methods and procedures
- Check and approve work
- Evaluate performance
- Make recommendations regarding unsatisfactory employees.
- Make hiring recommendations.
- Make final decision on hiring.
- Recommend salary adjustments.
- Make final decision to terminate unsatisfactory employees.

Supervision Received: (Describe the amount and type of supervision given to this position. For example, supervision is close or general. Close supervision means instruction on how to do the job. General supervision assumes the employee knows how to do the job, but needs direction on end results. How much supervision is given? Does the employee work independently or with supervision?)

How frequently are assignments typically given?

Hourly Daily Weekly Monthly Other

How frequently is the work discussed or checked with or by the supervisor?

Hourly Daily Weekly Monthly Other

How (e.g., phone call, personal discussion, manual/textbook) and from whom (e.g., supervisor, coworker, etc.) does this position typically receive instructions on how to perform new or additional duties?

How (e.g., phone call, personal discussion, manual/textbook) and from whom (e.g., supervisor, coworker, etc.) does this position usually obtain authoritative advice in handling a special problem or unusual situation?

Completed By: Name: _____ **Date:** _____

Signature _____

Supervisor Review: Name: _____ **Date:** _____

Signature _____

Human Resources Review: _____ **Date:** _____